By-Laws

Alcoholic Beverage Advisory Group

Kansas City, Missouri



Adopted May 1, 2005

By-Laws of the Kansas City Missouri Alcoholic Beverage Advisory Group

ARTICLE 1: Name, Purpose and Objectives

The name of the group shall be "Alcoholic Beverage Advisory Group." The purpose of the group is to provide advice and counsel to the Manager of Regulated Industries or his/her appointed representative, in response to proposed changes in Chapter 10 of the Kansas City Ordinances. Additionally, the group shall review Chapter 10 ordinances and recommend to Regulated Industries changes in existing ordinances or other chapters as may apply.

Group recommendations will be shared with City Council by the Manager of Regulated Industries or his/her designee.

ARTICLE 2: Membership

Section 1: Group Members

The Group shall consist of 12 members of the community plus the Manager of Regulated Industries. A majority of the Group must live within and be a resident of the City of Kansas City, Missouri. Members shall be appointed to the Group for an unspecified period of time. The group is designed to represent both neighborhoods and industry equally. The demographics of the Group shall be as follows:

- 1. One attorney who represents at least 5 clients who hold a Kansas City Missouri Liquor License
- 2. One holder of a Kansas City Liquor License for a tavern or place of entertainment, not represented by an attorney member of the group
- 3. One holder of a Kansas City Liquor License for a restaurant/bar who is a member of the Greater Kansas City Area Restaurant Association
- 4. One holder of a package liquor store license
- 5. One holder of liquor license in the Downtown Loop
- 6. One holder of a Kansas City wholesaler distributor of spirits, wine or beer
- 7. One member of the clergy community
- 8. One attorney representing neighborhoods
- 9. One representative of a school district whose borders overlap the City
- 10. One representative of neighborhoods in Council Districts 1 or 2
- 11. One representative of neighborhoods in Council Districts 3 or 5
- 12. One representative of neighborhoods in Council Districts 4 or 6
- 13. Manager of Regulated Industries (or designee in the Managers absence)

Group members are to provide 30-days notice of resignation.

Section 2: Nominations for Group Membership – Election Committee

Nominations for membership on the group shall be sponsored by one or more of the following:

- Any Kansas City Missouri Council Member or the Mayor
- City Manager
- Neighborhood and Community Services Department Head
- Any License Holder whose business generates annual revenue in excess of \$1,000,000.
- Any registered neighborhood association in Kansas City
- Chair of the Greater Kansas City Area Restaurant Association
- Management of Regulated Industries

The nomination process shall be conducted through the exchange of emails to the other members of the nominating committee. A nomination shall be accompanied by a statement regarding the reason the individual is being nominated. The nominated individual shall be required to submit supporting testimony, via email, to the members of the nominating committee. Testimony shall include a statement by the nominated individual as to the benefit of their participation on and to the Group.

Section 3: Election of Group Members

An "Elector Panel" is hereby designated:

- One Council member, or designee, from each district = 1 vote each
- Neighborhood leader = 1 vote
- Industry representative = 1 vote
- Mayoral staff member =1 vote
- o City Manager staff member = 1 vote

Members of the Elector Panel shall nominate eligible members of the community and may not serve on the Alcoholic Beverage Advisory Group.

Election of individuals will be conducted on dates and times designated by the Manager of Regulated Industries, following a reasonable time for all Electors to become acquainted with nominees. Votes will be submitted via email to the Manager of Regulated Industries, at times determined by the Manager. The result of the voting will be shared with all members of the election committee within 5 days of completion of voting. The elected Group member will begin serving immediately.

Section 4: Vacancies

After the initial election of members, vacancies will be filled by the Manager of Regulated Industries, who after receiving advice and council, will appoint an individual. At the first regular meeting of the Group, the Group will vote to retain or reject the appointee. If approved by the group the appointee will immediately assume the responsibilities of a Group member.

ARTICLE 3: Governance

The group, on its first regular meeting, will elect a chairperson and vice-chairperson. The chairperson is charged with maintaining order during group meetings. That chairperson will serve for two regular meetings of the group at which time, a second election will be held to again elect a chairperson, who will then serve for a period of one year, beginning on the day of election. The vice-chairperson will also serve for a period of one year.

The chairperson and the vice-chairperson shall not be from the same segment of the community (i.e. both from industry or both from neighborhoods).

Roberts Rules of Order will be used to maintain order. All members will show respect to other members.

In the event the chairperson is unavailable for the Group meeting, the elected vice-chairperson will fulfill the duties of the chairperson. In the event both the chairperson and the vice-chairperson are unavailable for the meeting, the Manager of Regulated Industries, or his/her designee, will chair the meeting.

Any Group member who fails to attend three consecutive meetings without being excused by the Chair will forfeit their seat on the Group.

The Group may, with a minimum seven members voting in the affirmative, remove an existing member from the Group.

ARTICLE 4: Conduct of Meetings

A quorum of 6 members plus the Manager of Regulated Industries, or his/her designee, is required.

The Manager of Regulated Industries shall prepare and distribute the agenda, as soon as is practical, prior to each meeting. Members of the group, once notified, shall contact other members of the community most likely affected by the proposed changes. Members of the group may be called upon, during the Group meeting to report on community contact and the result of that contact.

Each meeting shall be conducted in a formalized manner using the following format:

- 1. Introduction and acknowledgement of attending Group members
- 2. Determination of a quorum present
- 3. Summary reading of the minutes of the previously regularly scheduled meeting plus any emergency meetings held since the previously scheduled meeting.

- 4. Report to the Group, by the Manager of Regulated Industries, on the current status of proposed ordinance changes from the previous Group meetings, followed by an open Q & A period.
- Introduction of newly proposed ordinance changes followed by discussion and vote.
- 6. Preparation of a brief statement that reflects the majority support and minority dissent in support of the proposed changes in Ordinance
- 7. Other business (including assignment of group and reports by groups)
- 8. Adjournment

After introduction of the various proposed changes in Chapter 10, the Group shall vote either "in favor" or "opposed" to the planned ordinance, or may elect to "table" and postpone a terminating vote. A motion to table can be accepted only for the purpose of gaining additional community dialogue.

A majority of the present quorum Group members shall determine the outcome of the vote. The Manager of Regulated Industries has voting authority only in the case of a tie vote.

Minutes of the Group meeting will be taken and distributed within 4 weeks following each meeting.

ARTICLE 5: Meeting Times and Places

Section 1: Regulate Meetings

Meetings shall be held quarterly at 9 a.m. on the first Monday of February, May, August and November at mutually agreed times in the Regulated Industries Conference room at 635 Woodland Avenue, Kansas City, Missouri. In the event there is no business to conduct, the chairperson may cancel the meeting after consultation with the Manager of Regulated Industries.

Section 2: Emergency Meetings

Emergency meetings may be requested by the Manager of Regulated Industries at times as needed and shall be announced at least 5 business days in advance.

Section 3: Special Notification of Neighborhoods

The manager of Regulated Industries will notify and sponsor meetings with local neighborhoods at least one week in advance of any pending or proposed legislation that has an impact directly on the immediate neighborhood and nearby neighborhoods. One or more of the group members representing neighborhoods will be invited and encouraged to attend as representative to the group in their next regular or emergency meeting.

ARTICLE 6: Sub-Groups

Sub-groups will be organized and assigned to individual Group members as determined by a majority of the quorum present during Group Meetings. Groups will be ad hoc and have specific tasks assigned by the Group then dissolved once the tasks have been completed. Groups shall meet at places and times agreeable to group members. Each group will elect a representative who shall report to the full Group.

ARTICLE 7: Changes in By-Laws

Changes in these By-Laws may be made by two-thirds of the members of the full Group. No approved amendment will take affect until the next regularly scheduled meeting.

Adopted on this 1st day of May, 2006.	
Les Washington	
Director	
Neighborhood and Community Services	
Kansas City, Missouri	
]	